

Meeting Minutes of the Special Meeting
City of St. Charles
Board of Fire & Police Commissioners
Thursday, November 3, 2016
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Chairman Don Haines, Mr. Keith Rollins, Ms. Dianne Kellett
Absent: Mr. Cliff Carrignan, Mr. John Kennedy
Also Present: Fire Chief Joe Schelstreet, Police Chief Jim Keegan, Denice Brogan Human Resources, Carole Murphy, Recording Secretary

1. Call to Order

Chairman Don Haines called the meeting to order at 5:00 pm.

2. Roll Call

Roll was called with three members present.

3. Public Forum

No Report

4. Approval to move forward to additional Fire Department applicants

Chief Joe Schelstreet has requested permission for process 4 applicants due to various issues. The Fire Department will be bringing on Megan Lopinski after passing the required testing. Chief Schelstreet is in procession of a retirement letter from Captain Maxwell with an additional position open pending the state budget. Chief Schelstreet is asking to receive permission to start processing the next 2 applicants, (numbers 13 and 14) on the list. Denice Brogan stated if those two applicants take a pass on an offer of employment, permission is asked to move to the next 2 applicants on the list, (numbers 15 and 16). A motion was made to approve the processing of the next four applicants on the Fire Department list, (numbers 13, 14, 15, and 16) by Mr. Keith Rollins and seconded by Ms. Dianne Kellett.

The motion was passed by unanimous voice vote of all members present. Motion carries.

5. Police Sergeants Interview Timeline

Chief Jim Keegan reviewed the schedule of testing procedures for the Police Sergeants timeline. Chief Keegan is seeking for dates for the interview process with the Board Commissioners. The deadline for application submission was October 31, 2016, ten (10) applications were received. The essay topic, (a portion of the BOFPC rules) was given to all applicants on November 1, 2016 which is due back by December 12, 2016. The written exam is scheduled for January 19, 2017. Chief Keegan would like to schedule oral interviews the week of January 30, 2017.

Ms. Brogan suggested blocking off two ½ days for oral interviews.

January 31, 2017 and February 2, 2017 from 9:00 am – 3:00 pm will be reserved.

Exact times will be determined at a later date.

Three commissioners will need to be present for a quorum. The same three commissioners need not be present at both days of interviews.

A motion was made to schedule oral interviews on January 31st and February 2, 2017 by Mr. Rollins and seconded by Ms. Kellett.

6. Executive Session

No Executive Session

7. Other Business

N/A

8. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. Keith Rollins and seconded by Ms. Dianne Kellett. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:18 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary